

The New Hampshire Department of Corrections has an immediate opening for:

ADMINISTRATIVE ASSISTANT II

Office of the Commissioner/Headquarters –Concord, NH

Monday to Friday 8:00am – 4:00pm

\$37,752.00 – \$50,251.50 (This salary is effective beginning January 8, 2016)

#12808

This full time position will provide confidential and reliable management for the Commissioner's Office located at the Agency Headquarters offices at Hugh Gallen State Offices Park on 105 Pleasant Street. This critical role reports directly to the Commissioner, supports the Assistant Commissioner, and requires effective verbal and comprehensive written communication skills. The successful candidate will serve as point of contact for internal and external sources; assist in meeting agency objectives by managing and/or coordinating special projects as assigned. Minimum Qualifications: Education: Associate's degree from a recognized college or technical institute with a major study in accounting, business administration, or public administration. Each additional year of approved formal education may be substituted for one year of required work experience. Experience: Five years' experience in varied office management or staff work including experience in personnel or fiscal management. Each additional year of approved work experience may be substituted for one year of required formal education.

Employees are required to pay an agency or union fee.

For further information regarding this position, please contact Linda McDonald, Program Specialist II at (603) 271-5645 at: NH Department of Corrections or by email at: Linda.McDonald@doc.nh.gov

In order to receive credit for post-secondary education, a copy of official transcripts with a seal and/or a signature MUST be included with the application. If copies of transcripts have been requested please reference this and have them forwarded to the Human Resources office at the Recruiting Agency at 105 Pleasant Street, Concord, NH 03302.

Resumes will not substitute for a fully completed State application.

Applications must be received until: Position is filled.

EOE